



## FY 2016 Farm to School Overview of Reporting and Evaluation

### USDA Reporting

Key components of grant project reporting include completing a baseline report, quarterly or semi-annual progress reports, an annual grantee satisfaction survey, and a final report.

- The **baseline report** is meant to document initial conditions related to your farm to school activities.
- **Quarterly or semi-annual progress reports** are meant to document training and technical assistance needs, describe changes within the project management, and explain recent project achievements, challenges, and lessons learned.
- The **annual grantee satisfaction survey** is meant to provide feedback on your experience as a USDA Farm to School Program grantee.
- The **final report** is meant to document final conditions once the project has finished and funding has ended.

Each of these reports is completed as an online survey sent via email from Grant Program Manager Matt Russell to each grantee. Each grant project should designate one individual to receive this email invitation from Matt.

Hard copy Microsoft Word versions of each survey can be found online at [URL](#). Note, in some instances, the online survey you are asked to complete may be slightly different than the Microsoft Word version. USDA recommends consulting the Microsoft Word version of each survey before completing the report online.

### Progress Reports

For each progress report, a unique web link to the online survey will be sent the first day of each reporting period (see pages 5-8 for reporting periods and timelines). Planning and training grantees are expected to complete semi-annual progress reports while implementation and support service grantees are expected to complete quarterly progress reports.

### Baseline and Final Reports

The measures specified in the baseline and final report surveys were chosen based on priorities set forth in the Healthy Hunger Free Kids Act (2010), in-depth consultation from a panel of farm to school evaluation experts, and review of previous and current farm to school literature.

The majority of the measures specified in the baseline and final report surveys also correspond to the National Farm to School Network's farm to school evaluation framework found in [Evaluation for Transformation](#). For more information about how each of the questions contained in the baseline and final report surveys track with the National Farm to School Network's farm to school evaluation framework please visit our online grantee resources page at <http://www.fns.usda.gov/fy16-farm-school-grant>.

### *Project Activity Tracking Sheets*

USDA has put together a series of ten project activity tracking sheets to help grantees complete baseline, progress and final reports. USDA recommends that grantees use these tracking sheets to record project activities occurring over time, thereby making it easier to complete each report. Use of these tracking sheets is *not* required, and USDA encourages grantees to adapt these sheets to best suit their needs. For more information and to download Microsoft Word or Microsoft Excel versions of these project activity tracking sheets, please visit our online grantee resources page at <http://www.fns.usda.gov/fy16-farm-school-grant>.

### **Grant Project Level Evaluation**

In addition to completing the four types of reports outlined above, USDA expects grantees to conduct their own project level evaluation. Project level evaluation should be completed in accordance to your grant project proposal and should meet your needs or the needs of your stakeholder's. USDA staff is available to consult on grant project level evaluation but only on a limited basis. USDA recommends consulting the evaluation resources offered on page nine to assist with project level evaluation.

\* Last updated on December 11, 2015